



Re-Release
2009 Recovery Act Funding Application
STOP Violence Against Women Act (VAWA)
LAW ENFORCEMENT ONLY

Applications Must Be Received in OCVA By 6:00 PM
Thursday, December 3, 2009



Department of Commerce
Innovation is in our nature.

American Recovery and Reinvestment Act of 2009 (Recovery Act)

The purpose of the Recovery Act is to create and save jobs, jumpstart our economy, and build the foundation for long-term economic growth.

The President has made it clear that the American Recovery and Reinvestment Act will be carried out with full transparency and accountability. To meet these objectives, successful applicants should expect to provide the name of their organization, a description of your Recovery Act project, the amount of funds that were expended on project activities, an evaluation of completion status, and required data elements.

Law Enforcement Recovery Act Award Amounts

The total available amount for Law Enforcement STOP VAWA Recovery Act funding is \$493,637. The Department of Commerce, Office of Crime Victims Advocacy anticipates awarding grants up to \$95,000 dollars.

Match will be required (See Attachment B).

Recovery Act Project Period

The period of performance for these STOP VAWA Recovery Act grant awards will be from January 1, 2010 through December 31, 2010.

Eligible Applicants – Law Enforcement Only

Eligible applicants for the STOP VAWA Recovery Act funding are current or past recipients of the Law Enforcement portion of the STOP Grant program administered by OCVA. Law enforcement agencies that have participated in, or benefited from, STOP activities are also eligible. Examples of STOP activities include: training, Coordinated Community Response, STOP community planning process, and/or a local sexual assault, domestic violence, or stalking task force.

If you have any questions about whether or not your agency is eligible, please contact Jodi Honeysett at 866-857-9889.

Application to Dun and Bradstreet for a DUNS Number

A DUNS number is required. All applicants must include a DUNS (Data Universal Numbering System) number on the Grantee Information Sheet in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>.

Listing Recovery Act Jobs With the Employment Security Department

These grants will be paid for with federal stimulus funds. The federal government requires the state to report the number of jobs created and/or retained by stimulus-funded projects. If you are awarded a grant as a result of this solicitation, you may recruit by any means you prefer, but you must list and report any jobs retained or created with the WorkSource system (affiliated with the Washington State Employment Security Department). WorkSource also will assist by referring to you pre-screened candidates, but your agency retains all hiring discretion.

For more information, contact the Employment Security Department's ARRA Business Unit at 877-453-5906 (toll-free), 360-438-4849 or ARRA@esd.wa.gov.

Create or Retain Law Enforcement Positions

Applicants will be required to provide documentation that verifies the creation of a new law enforcement position to be funded or the retention of a law enforcement position that was/is scheduled to be reduced or eliminated.

Documentation of Created or Retained jobs

Recipients must document procedures for collecting and reporting job creation and retention data in written policies, standard operating procedures, and/or your organization's operating manuals. Recipients must also clearly document reported data, including calculation of job creation and retention, in budget comparisons, position descriptions, organizational charts, and/or spreadsheets or other documents.

STOP Violence Against Women Act Eligible Program Purposes Areas

Eligible STOP VAWA Recovery Act activities must address one or more of the STOP Grant program purpose areas for law enforcement to:

1. Hire or retain staff to effectively identify and respond to the crimes of sexual assault, domestic violence, dating violence, and/or stalking against adult women.
2. Hire or retain staff to develop and implement more effective police policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes of sexual assault, domestic violence, dating violence, and/or stalking against adult women.
3. Hire or retain staff to develop, install, or expand data collection and communication systems, including computerized systems, for the purpose of identifying and tracking arrests, protection orders, and violations of protection orders, for violent crimes of sexual assault, domestic violence, dating violence, and/or stalking against adult women.
4. Hire or retain staff to develop and implement more effective police programs specifically addressing the needs of stalking victims, Native American victims, and older and disabled victims of sexual assault, domestic violence, and/or dating violence against adult women.
5. Hire or retain special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between adult victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;

- b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

The STOP VAWA Recovery Act funds are to create or retain law enforcement positions to respond to adult victims of sexual assault, domestic violence, stalking, and/or dating violence. Applications that request funds to sponsor or exclusively attend trainings will not be considered. However, training may be included in goods and services for the staff-funded position that is being created or retained.

Applicants must obtain signatures of support from their community-based sexual assault and domestic violence non-profit organizations to ensure that proposed activities are designed to promote the safety, confidentiality, and economic independence of adult victims of domestic violence, sexual assault, stalking and dating violence (see Attachment D).

**APPLICATION FOR FUNDING
COMPETITIVE REVIEW
LAW ENFORCEMENT ONLY**

Grantee Information Sheet

Law Enforcement Agency

"Recovery Act" Program Contact	Title	Email address
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Phone ("Recovery Act" Program Contact)	Fax Number
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Fiscal Contact	Title	Email address
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Phone (Fiscal Contact)	Fax Number (If different than above)
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Mailing Address	City	State	Zip
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Street Address	City	State	Zip
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Federal Tax ID Number	Agency Fiscal Year
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DUNS Number

**APPLICATIONS MUST BE RECEIVED IN OCVA
BY 6:00 PM, THURSDAY, December 3, 2009**

APPLICATION FOR FUNDING COMPETITIVE REVIEW LAW ENFORCEMENT ONLY

DECLARATIONS

DECLARATION: Signature below acknowledges this law enforcement agency can meet the following program conditions and is hereby applying for funding through the Department of Commerce for STOP VAWA Recovery Act Funding in _____ County

The Recovery Act will be used to preserve and/or create jobs and promote economic recovery. This application identifies a job (staffed) position that is preserved or created and equivalent to somewhere between .5 FTE and 1.0 FTE dedicated to the STOP VAWA Recovery Act program.

The job duties and/or job description of a person in a position supported by these Recovery Act dollars will meet the program requirements of STOP VAWA.

If the agency receives a STOP VAWA Recovery Act award, the agency will provide a 25% in-kind or cash match (see Attachment B).

The agency will separately track and account for expenditures of STOP VAWA Recovery Act funding (see Attachment C).

The agency has obtained, or will obtain, a DUNS number as required by the federal granting agency.

The agency is using these funds to supplement existing state and local funds for program activities and is not replacing (supplanting) state or local funds that they have appropriated or allocated for the same purpose.

The agency understands that this is time-sensitive, limited, one-time funding to preserve and/or create jobs and promote economic recovery. There will be no extensions to the reporting requirements or grant end dates.

Any new positions must be filled within 30 days of the grant start date, otherwise the grant will be terminated and the funding redistributed.

The agency may recruit by any means preferred, but must list and report any jobs retained or created with the WorkSource system (affiliated with the Washington State Employment Security Department). WorkSource also will assist by referring to the agency pre-screened candidates, but the law enforcement agency retains all hiring discretion.

The agency understands that the recipients of Recovery Act grants will have agency name, budget, program activities and other information about the STOP VAWA Recovery Act grant posted on both the federal and state websites related to expenditures made from the federal Recovery Act.

Signature

Date

Typed Name and Title of Authorized Representative

APPLICATION FOR FUNDING COMPETITIVE REVIEW

Project Narrative

Please describe how the requested funds will “preserve or create jobs.

This application is to:

☐ Create, or

☐ Retain

a law enforcement position to respond to adult victims of domestic violence, sexual assault, stalking and/or dating violence.

Please use the space below to describe your project below:

APPLICATION FOR FUNDING COMPETITIVE REVIEW

Documentation

Recipients must document procedures for collecting and reporting job creation and retention data in written policies, standard operating procedures, and/or your organization's operating manuals. Recipients must also clearly document reported data, including calculation of job creation and retention, in budget comparisons, position descriptions, organizational charts, and/or spreadsheets or other documents.

Created jobs are new paid positions or existing unfilled positions filled as a result of Recovery Act funding. Retained jobs are existing positions for which prime recipients have documentation that the position would have been eliminated if not for Recovery Act funding.

Attach or insert documentation here:

ATTACHMENT A
BUDGET DETAIL WORKSHEET
2009 STOP VAWA Recovery Act Grant Application

Law Enforcement Agency:

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your budget.

Salaries - List each position to be paid by STOP VAWA Recovery Act Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant. Please do not provide staff hours.

Name/Position	Computation (annual salary rate and FTE of Recovery Act grant funded staff)	Cost
(sample) Jane Doe DV Detective	(sample) $\$50,000 \times .5 \text{ FTE}$	(sample) \$25,000
TOTAL SALARIES		\$

List activities associated with position(s) above in the space below:

ATTACHMENT A
BUDGET DETAIL WORKSHEET
2009 STOP VAWA Recovery Act Grant Application

Law Enforcement Agency:

Benefits - Must be for the personnel named in salary category. Benefits should be based on actual known costs or an established formula.

Benefit Description for Name/Position	Computation (salary charged to Recovery Act funded staff and established benefit rate or actual cost)	Cost
(sample) Medical for Jane Doe	(sample) \$25,000 x 25%	(sample) \$6,250
TOTAL BENEFITS		\$

ATTACHMENT A
BUDGET DETAIL WORKSHEET
2009 STOP VAWA Recovery Act Grant Application

Law Enforcement Agency: _____

Goods and Services - Goods and services must be related to the provision of STOP VAWA Recovery Act activities and may include, but is not limited to, mileage, training for funded staff, phone service, project supplies, etc.

Item Description	Computation	Cost
(sample) Print cartridges	(sample) \$150 each x 2 cartridges	(sample) \$300
TOTAL GOODS AND SERVICES		\$

List activities associated with items above in the space below:

ATTACHMENT A
BUDGET DETAIL SUMMARY
2009 STOP VAWA Recovery Act Grant Application

Law Enforcement Agency:

Budget Summary - When you have completed the budget detail worksheets, transfer the totals for each category to the spaces below.

<u>Budget Categories</u>	<u>Amount</u>
Salaries	\$ <u> </u>
Benefits	\$ <u> </u>
Goods & Services	\$ <u> </u>
Total Grant Amount	\$ <u> </u>
Match	\$ <u> </u>

APPLICATION DUE:
6:00 PM THURSDAY, December 3, 2009

ATTACHMENT B
MATCH DETAIL WORKSHEET
2009 STOP VAWA Recovery Act Grant Application

Successful applicants under the STOP VAWA Recovery funding will be required to provide a 25% project match. For example, if award is \$30,000, then match should be calculated as follows: $(\$30,000 \div 75\%) \times 25\% = \$10,000$

Applicants must complete and sign this attachment.

Please list below a brief description of your match and include an estimated calculation.

Match Description	Computation	Cost
(sample) Staff accountant to prepare vouchers	(sample) 8 hrs/month/\$15/hour x 12	(sample) \$1,440
TOTAL MATCH AMOUNT		\$

I certify that we will provide the non-federal match of the recovery funding application as indicated above.

Signature

Date

ATTACHMENT C
FINANCIAL REQUIREMENTS
2009 STOP VAWA Recovery Act Grant Application

Separate Tracking and Reporting of Recovery Act Funds and Outcomes.

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds. Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

A DUNS number is required.

All successful applicants must have a Data Universal Numbering System (DUNS) prior to receiving Recovery Act funding.

Please use the space below to show how your agency will track, account for, and report separately the Recovery Act funds.

Applicants must complete and sign this attachment.

We certify that we will track, account for, and report separately STOP VAWA Recovery Act funds, including match. Our accounting system will ensure funds from any award under this Recovery Act are not comingled with funds from any other source.

Authorizing Signature

Date

Signature of Financial/Accounting Manager

Date

ATTACHMENT D
APPLICATION FOR FUNDING
2009 STOP VAWA Recovery Act Grant Application

SIGNATURES OF AGREEMENT AND SUPPORT

To ensure the proposed activities in this Recovery Act application promote the safety, confidentiality, and economic independence of adult victims of domestic violence, sexual assault, stalking, and dating violence, I/we, the undersigned, certify that we have reviewed, are in agreement with and support this application, including the budget.

Sexual Assault Program:

Signature

Date

Name and Title

Agency

Domestic Violence Program:

Signature

Date

Name and Title

Agency

ATTACHMENT E APPLICATION FOR FUNDING

Prohibition of Funding of Association of Community Organization for Reform Now (ACORN)

As a recipient of federal funding, you must comply with section 163 of the Continuing Appropriations Resolution, 2010, Division B of Pub. L. No. 111-68 (CR), which states: SEC. 163. None of the funds made available by this joint resolution or any prior Act may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations. Your agency must immediately commence all necessary and appropriate steps to comply with section 163. This includes the following:

- **No future obligations of funds.** No agency or department should obligate or award any Federal funds to ACORN or any of its affiliates, subsidiaries or allied organizations (collectively "affiliates") during the period of the CR. To the extent your agency already has determined that funds should be obligated or awarded to ACORN or its affiliates but has not yet entered into any agreement to provide such funds to ACORN or any of its affiliates, your agency should not provide such funds, or enter into any such agreements to do so. As section 163 makes clear, its prohibition applies not only to the funding that is made available by the CR, but also to the funding that was made available by previously enacted statutes. In addition, the text of section 163 is sufficiently broad to cover funding that was made available for fiscal year (FY) 2009 and prior fiscal years, as well as funding that is or will be made available for FY10.

- **Suspension of grant and contractual payments.** If your agency has an existing contract or grant agreement with ACORN or its affiliates, the agency should: (i) where permissible, immediately suspend performance of any obligations under the contract or agreement, including payment of Federal funds; and (ii) consult promptly with the agency's general counsel and, if necessary, the Office of Management and Budget (OMB) and the Department of Justice concerning the legal considerations that bear on the performance of such obligations under the existing contract or agreement.

- **No funding of ACORN and its affiliates through Federal grantees or contractors.** Your agency should take steps so that no Federal funds are awarded or obligated by your grantees or contractors to ACORN or its affiliates as subgrantees, subcontractors, or other subrecipients. Because section 163 states that "[n]one of the funds . . . may be provided," this prohibition applies not only to a direct recipient of Federal funds but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee). We recommend that your agency:

- notify all Federal grant and contract recipients of the prohibition contained in section 163, and provide them with a copy of this guidance document; and
- advise all Federal grant and contract recipients (a) not to provide Federal funds to ACORN or its affiliates as subgrantees, subcontractors or other subrecipients, consistent with this guidance, and (b) to notify your agency of any existing subgrants, subcontracts or other subrecipient agreements with ACORN or its affiliates and of how the grantee or contractor is planning to comply with the prohibition with respect to those subgrants, subcontracts or subrecipient agreements.

We certify that we understand and will comply with section 163 of the Continuing Appropriations Resolution, 2010, Division B of Pub. L. No. 111-68 (CR)

Signature

Date

APPLICATION CHECKLIST FOR APPLICANT

ALL APPLICATIONS MUST INCLUDE:

- ☐ Completed Grantee Information Sheet
- ☐ Signed Declaration
- ☐ Completed Narrative
- ☐ Completed Documentation for position created or retained
- ☐ Detailed Budget Worksheets, **Attachment A**
- ☐ Completed Match Worksheet, **Attachment B**
- ☐ Completed Financial Requirements Worksheet, **Attachment C**
- ☐ Completed signatures of agreement and support, Attachment D
- ☐ Signed ACORN certification, **Attachment E**

Please contact Jodi Honeysett at Jodine.Honeysett@commerce.wa.gov or Anita Granbois at anita.granbois@commerce.wa.gov if you have any questions about STOP VAWA Recovery grant program funding. OCVA STOP VAWA Recover Act staff can also be reached at 866-857-9889.

Return Completed Application to Pearl Gipson-Collier at:

Overnight Street Address:

Office of Crime Victims Advocacy
Attn: Pearl Gipson-Collier
Associate Director
906 Columbia Street SW
Olympia, Washington 98501

or

Regular US Postal Service:

Office of Crime Victims Advocacy
Attn: Pearl Gipson-Collier
Associate Director
Post Office Box 48304
Olympia, Washington 98504-8304

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(no faxed or emailed copies will be accepted)